



Natural Resources Conservation Service
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February 7, 2007

PENNSYLVANIA BULLETIN NO. PA230-7-4

SUBJECT: EOP – Developing mailing lists annotated with Race, Sex, National Origin, and Disability (RSNOD) status

Purpose: To inform District Conservationists of actions required by the National Civil Rights Review Team concerning mailing lists in Field Offices.

Expiration Date: September 30, 2007

Background: Following the conclusion of the Civil Rights Review in May 2006, the National Civil Rights Review Team requested each field office develop a mailing list that is annotated with RSNOD status information.

Action: The District Conservationists, in an effort to keep Pennsylvania in compliance with National Civil Rights Review, must compile a mailing list of all customers which includes the relevant RSNOD data as required by the National Civil Rights Review Team. Every attempt should be made to use and compile already created lists. The attached spreadsheet shows the required information, but use of this spreadsheet is not a requirement.

Questions or requests for assistance may be directed to Travis Watkins at 717-237-2147 or to travis.watkins@pa.usda.gov.

/s/ CRAIG R. DERICKSON
State Conservationist

Distribution: AO